

To: ISWR Advisory Board
From: ISWR Staff
Date: January 2022
Re: Staff Report

ISWR Superintendent – Brenda Ashworth:

- 1) **Staffing** – At this time ISWR is fully staffed.

- 2) **Carcass Hauling Agreement** – ISWR started hauling carcasses to Sublette County on December 6, 2021. It appears that WYDOT and G&F are not utilizing the transfer station for carcass disposal and they are leaving carcasses on the roadways. This may present problems with the wildlife, particularly bears. I anticipate carcass disposal will be a topic of conversation during the LDR updates.

- 3) **ISWR Infrastructure Maintenance, Repairs, and Improvements/Capital Projects**
 - **Sort System** – The Notice of Award for the Revolution Sort System will be on the January 4, BCC Agenda. ISWR anticipates installation of the system by May 2022.
 - **Electrical Service upgrade** – The electrical service upgrade project started on November 22, 2021. The project should be completed by April of 2022.
 - **Food Composting** –
 - The Food Waste Hauling contract with Westbank Sanitation will be on the County Commissioner Agenda on December 21, 2021.
 - The food depackager arrived later than expected. Due to the holidays, installation will be delayed until January 10.
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 - **Dead Animal Pit Closure** – Golder Associates is working on the closure design. The project will be put out to bid in February 2022 with construction slated for June 2022.
 - **Transfer Station Remediation** – The repair to the Transfer Station push walls and tunnel is complete.

Financial Accountant – Caroline Sheahan:

- 1) **Dashboard** – *Please see attached*

- 2) **Finances for ISWR FY22 YTD** – As of November 30, 2021, revenue and expenses should be in the 41.64% range. In November, the TTS brought in \$510,556 in revenue. We need to bring in at least \$455,430 in revenue each month at the TTS to make our budget projection. TTS revenues are *ahead* of budget by \$647,598 or 53.52% FYTD. The

recycling center brought in \$120,260 in November. Recycling center revenues are ahead of budget by \$245,498 or 67.28% FYTD.

Below is a snapshot of where we are financially as of 11/30/21:

| | | |
|----------|----------------|---|
| Revenues | \$3,570,380.19 | 55.66% of the original budget received |
| Expenses | \$2,288,571.43 | 35.58% of the original budget spent |
| Net | \$1,281,808.76 | |

Revenue Highlights

Cardboard - OCC pricing soared over the summer to a high of \$140/Ton in September. The price has dropped back down to \$95/ton. In our highest tonnage months, the average price was \$130/ton. Last fiscal year, the average price of OCC was \$66/Ton. We budgeted to receive \$132,720 in OCC revenue in FY22, but I am projecting \$200,000.

Aluminum UBCs (used beverage cans) – We budgeted four loads of UBCs at \$0.55/lbs. or \$1,100/Ton. We will make budget after three loads. I am projecting we will bring in approximately \$130,000 instead of the budgeted \$92,400.

Scrap Metal clean up at the TTS – For FY22, we budgeted to sell 1,100 tons of scrap metal at \$100/Ton. We tried an experiment this year and it is proving to be profitable. Instead of a multi-year contract, I proposed that we get quotes for the cleanup each time we have approximately 300 tons of scrap metal. This is how I sell other recycling commodities that we only have a few loads per year. Instead of the budgeted \$110,000, I am anticipating we will bring in \$300,000 this FY. We do not charge a tip fee for scrap metal.

- 3) **Post FY21 Audit Summary** – As some of you will remember, ISWR submitted a FY21 budget in February of 2020, the pandemic hit, and the BCC asked all County departments to revise and reduce their budget by 20% from our original budget. We were super careful with spending, deferred capital expenditures and ended up with a surplus. We closed the year \$697,431 over the original expense budget and \$1,612,681 ahead of the approved revenue budget with a Net Income of \$915,251. We budgeted \$214,979 in capital expenses but ended up deferring all but \$96,654 in capital expenditures.

After the annual audit, ISWR’s net position increased by \$834,617 (after unbudgeted depreciation of \$285,436 and an unbudgeted pension increase of \$118,603.) *See page 96 of the attached ISWR FY21 Draft Financials.*

TTS Revenue

Approved FY21 COVID Budget with 20% cuts **\$4,427,778**

Final Audited TTS Revenue **\$5,733,201**

Original Pre-COVID Budget **\$5,254,050**

ISWR Revenue

Approved COVID ISWR Revenue Budget with 20% cuts **\$5,175,030**

Final Audited ISWR Revenue **\$6,787,711**

Original Pre-COVID ISWR Revenue Budget **\$6,233,584**

ISWR Expenses

Approved COVID ISWR Expense Budget with 20% cuts **\$5,175,030**

Final Audited ISWR Expenses **\$5,872,461**

Original Pre-COVID ISWR Expense Budget **\$6,269,668**

The Finance Committee met with Jason Sleight with Jones Simpkins on the 28th to review the attached ISWR FY21 Draft Financials. Jason was pleased with ISWR's performance. He recommended that in the future, we do not budget for a loss (use of Fund Balance) and that our fees should cover all operating and capital expenditures.

- 4) **Special Funds** – Fund 12 SLIB \$5.12 M - ~\$213,840 remaining as of 11/30/21

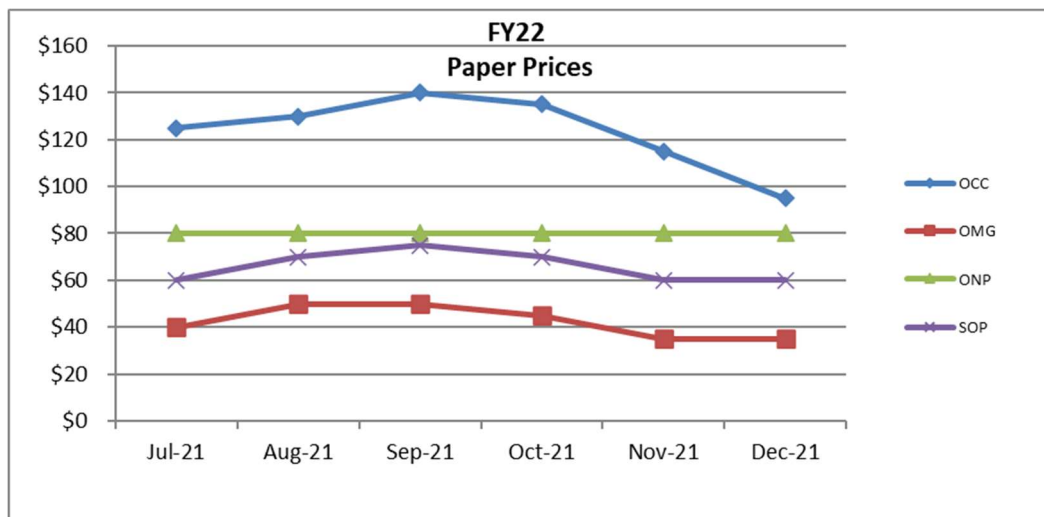
Fund 34 2012 SPET \$14.85 million - ~ \$459,825 remaining as of 11/30/21

Fund 44 2019 SPET \$2.5 million – residential recycling area, truck scale, sort system, composting infrastructure -~ \$1,199,991 remaining as of 11/30/21

- 5) **Draft FY22 Budget** – Brenda and I are working on the FY23 budget, and we will present the 1st draft to the finance committee on January 4th.

On February 17th, we will present the budget summary and tip fee recommendations to the ISWR Advisory Board at a special budget meeting.

- 6) **Paper Pricing**



Waste Diversion and Outreach Coordinator – Becky Kiefer:

- 1) RRR Business Leaders** – Tim O’Donoghue, with Riverwind Foundation, has drafted the RRR Business Leaders Grant Application form. The grant solicitation is requesting RRR BL’s to submit projects that would benefit from additional funding that will strengthen their sustainability performance and further our community’s sustainability aspirations. Only members in good standing are eligible to apply. The solicitation will be announced on Tuesday, January 11th and due by 5 pm on February 1st, 2022. ISWR and the Riverwind Foundation will host a RRR BL 2.0 Info Session on Tuesday, January 18th, 2022, at 11:00 am. The Info Session topics will include a Q&A about the grant opportunity and a discussion panel on sustainable purchasing leadership and opportunities.
- 2) C&D Education** – Staff met with the C&D committee on Friday, December 17th to strategize the C&D issues ISWR faces with contractors and haulers not sorting loads appropriately. Prior to the meeting, staff had created a C&D Policy Manual (English and Spanish) and distributed the document in July to all TTS account holders. Staff asked the committee to review the manual for clarity and to provide feedback on an educational 1-pager. The committee provided great comments and meaningful edits to the manual. Staff will also create a 1-pager including photos of correctly sorted loads on one side and loads that will be rejected (and why) on the other. The Policy Manual, 1-pager, and photos of rejected loads will be accompanied by a letter addressing what behavior we are trying to change and why: keep trash costs lower, reduce damage to the facility, keep reusable materials out of the landfill, and help meet our diversion goals. The C&D committee is scheduled to meet again on Friday, January 14th.
- 3) Christmas Tree Composting** – Residential Christmas trees can be disposed of at the Teton County Fairgrounds or the Trash Transfer Station for free now through January 31, 2022. All trees must be delivered undecorated. A big thank you to the Town of Jackson for their partnership in this program to help divert this resource from the landfill.
- 4) Recycle Coach** – During the last board meeting, a suggestion was made to create a printable 1-pager including the Recycle Coach App QR Code. The intent is for RRR BL’s, Board Members, and anyone else, who would like, to post access to the app in their office or near their recycling containers. The printable 1-pager is available on our website and is attached in the board packet.
Staff reached out to Recycle Coach to inquire about adding searchable items in the “what goes where feature”. We received a response thanking us for our initiative and great ideas for new materials, but unfortunately, “Recycle Coach seldomly adds new materials to the app because they must be added for all municipalities they work with”. They provided indirect accommodations such as “Bear Spray” is a

synonym for “Partly Full Aerosol Cans” which is accepted as Household Hazardous Waste.

Since the last board meeting 13 people have downloaded the mobile app and 943 users have utilized the web app version on their desktop computers. At the next ISWR Advisory Board meeting, staff will introduce board meeting attendees to the Recycle Coach Admin Site to review the Reports Center, as requested.

5) Recycle Signs – Staff is still working closely with Recycle Across America to finalize the design of the new recycling signs. Staff is drafting other roll-off container signs for production including “no trash”, “avoid bear conflict, close hatch”, “Recycle Coach QR code”, and a new “ISWR” sign for the back of the roll-offs. An informal bid process will begin early in the new year, a sign production company will be selected, and signs will be purchased.

6) Upcoming –

- ISWR is still working closely with Artist in Residency, Suzanne Morlock, on an art installation at the Recycling Center.
- ISWR is working with food waste composting contractor, Terra Firma, and hauling contractor, Westbank Sanitation, as well as early adopters to institute the Commercial Food Waste Composting Program February 1st. The composting committee has scheduled a meeting for the week of January 10th.
- The Teton County Road to Zero Waste Annual Report will be finalized and sent the second week of January, 2022.
- Staff will begin to write an RFP in hopes to hire an educational strategies and outreach consulting firm to help ISWR develop targeted distribution of marketing material and aid in identification of outreach needs of the service area, its general demographics, and barriers to access. ISWR hopes to have the RFP out to bid in February, 2022.